



# Training and development policy

## Introduction

The Policy of Botus Fleming Parish Council is a commitment to ensure that all staff and Councillors have access to learning, development and training opportunities. The aim is to equip individuals in order to meet the Council's strategic objectives. It is the Council's intent to provide training and development and confirms the aims of the policy and how they are to be achieved.

## 1. Aims of the Policy

1.1 To provide training, learning and development opportunities that;

- Enable the Council to achieve its objectives and ensure that Councillors are supported and enabled to meet the changing demands of the Council and its residents.
- Allow Councillors to develop their potential in line with the Council's objectives.
- Are of a good quality which supports recruitment and retention of members.
- Give equal access to all.

1.2 Training and Development is defined as follows:

- Training – an activity which better enables a Councillor to do their job.
- Development – designed to improve or stretch an individual's knowledge and skills. Aiding motivation, stimulating interest and maximising potential. Creating succession training and a talent pool for the Council's future needs.
- Councillors who attend training courses will be asked to feedback relevant information through a Public Meeting update or by way of a short report.

## 2. How will the aims be achieved?

2.1 All Councillors and new staff will have an Induction and the Parish Clerk will coordinate a suitable package which will include procedural and policy training.

Keys areas will include:

- Code of Conduct
- Planning
- Finance
- Chairmanship
- Words of advice on Freedom of Information (FOI)\* and confidentiality
- Public perceptions of the Council and how to manage them.

### 3. Induction

3.1 The Parish Clerk will coordinate an initial Induction package for any new staff and Councillors. This will include:

- Notification to Cornwall Council of their appointment
- Welcome letter to introduce the Clerk
- Posting the election notice on the parish notice boards, website and Facebook.
- Updating and circulating contact details to all councillors
- Signing of Acceptance of Office
- Completion of Register of Interest
- Handover of Induction Pack
- The Good Councillor's Guide
- Code of Conduct

### Equal Opportunities

The Council is committed to ensuring equality\*\* of learning opportunity, hence no employee or Councillor will be excluded from learning either directly or indirectly on any of the nine groups of age, disability, gender, race, religion, belief, pregnancy and maternity, marriage and civil partnership, sexual orientation and gender reassignment. No condition or requirement shall be imposed which is not absolutely necessary for the proper performance of the post. Special care is taken in respect to the needs of disabled persons\*\*\*

Part time and fixed term employees will have equal access to learning and development opportunities appropriate to their post, and Councillors will be given access to relevant training.

\* Freedom of Information Act 2000

\*\* Equal Opportunities [www.equalityhumanrights.com/en/advice-and-guidance/equality-and-human-rights-resources-for-advisers/](http://www.equalityhumanrights.com/en/advice-and-guidance/equality-and-human-rights-resources-for-advisers/)

\*\*\* Equality Act 2000

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